Approval to Sign a Contract: Business Case Request:

Approval to Sign a Contract (ASC) can be submitted only after the Business Case has been submitted and approved. The majority of the ASC fields will be prepopulated with the Business Case fields previously entered. To ensure a complete ASC entry, this template provides a preview of the data entry fields and can be printed prior to entering in the Customer Portal.

*Approved Business Case Number: (Select from drop down list of Approved Business Cases)

[ ]

Business Case Name: (Auto-populates based on Approved Business Case Number selected)

[ ]

Business Case Detailed Description: (Auto-populates based on Approved Business Case Number selected)

[ ]

*Describe Selected Solution:

[ ]

Data Classification (Auto-populates based on Approved Business Case Number selected)

[ ]

*Provide the top 3-5 most sensitive data fields that are included in your data:

[ ]

Business Criticality (Auto-populates based on Approved Business Case Number selected)

[ ]

Audience (Auto-populates based on Approved Business Case Number selected)

[ ]

Will this solution be internet facing? (Auto-populates based on Approved Business Case Number selected)

[ ]

*Where is the data being housed?   *If Cloud or Hybrid is selected you must attach Vendor Signed Terms and Conditions and Data Usage Agreement*
On Premise/Cloud/Hybrid (If Cloud or Hybrid is selected the following fields are required)

 *Cloud Service?
 SaaS/IaaS/PaaS/Hybrid
*Vendor Name

[ ]

 *Vendor Security Certifications (If CSA or FedRAMP is selected you must attach a copy of the respective Cerfifications)

 ☐ Cloud Security Alliance (CSA Star)

 ☐ Federal Risk Authorization Program (FedRAMP)

 ☐ None

Please make sure to attach all Required Documents:
For more information on the ARB format please visit https://dti.delaware.gov/information/ARBtemplates.shtml
- Conceptual Network diagram in the ARB format
- Proposed Software list in the ARB format
- Proposed Data Dictionary in the ARB format (optional)

*Authentication (user store)
State ADFS/DE-SSO/Other/Not Applicable

Additional people required to be notified about this request

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Additional information can be accessed by following the link below:
DTI Standards and Policies page (https://dti.delaware.gov/information/standards-policies.shtml)

Additional comments

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Attach documents by selecting the paperclip at the bottom of the Approval to Sign a Contract screen.